



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5320
RAP
8 Aug 1998

MARINE CORPS ORDER 5320.17

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS RESERVE NATIONAL BILLET PROGRAM (MCRNBP)

Ref: (a) Joint Federal Travel Regulations (JFTR)

Encl: (1) Officer National Billet Timeline
(2) SNCO National Billet Timeline

1. Purpose. To establish guidance for the administration of the Marine Corps Reserve National Billet Program (MCRNBP). The program is established to assist in manning billets which, due to geographic location, have historically been difficult to fill. Designated National Billet sites are restricted to CONUS, Alaska, Hawaii, and Puerto Rico.

2. Background. The applicable portions of reference (a) authorize the implementation of the policy set forth in this Order.

3. Information

a. Applicability. The Marine Corps Reserve National Billet Program is applicable to Selected Marine Corps Reserve officers in the grade of warrant officer through colonel and senior enlisted Marines in the grade of first sergeant/master sergeant and sergeant major/master gunnery sergeant. Tenure for all National Billet assignments is normally 2 years for command billets and 3 years for non-command billets. Extensions for a maximum of 1 year may be approved by COMMARFORRES on a case-by-case basis.

b. Selected Marine Corps Reserve (SMCR) Units

(1) Implementation. Implementation of the MCRNBP will be in accordance with the provisions of this Order.

(2) Funding. Funding for SMCR unit National Billets is the responsibility of COMMARFORRES. National Billets must fill critical officer and senior SNCO billets and fit within existing fiscal constraints and personnel management practices.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

6 Aug 1998

c. Individual Mobilization Augmentees (IMAs). National Billets for IMAs will not normally be established. When extraordinary circumstances require that an IMA National Billet be instituted, it must clearly be in the best interest of the Marine Corps. Requests for IMA National Billets will be submitted to CMC (RA) for approval on a case-by-case basis. Funding for approved IMA National Billets will be the responsibility of the Active Component operational sponsor.

4. Action

a. Director, Reserve Affairs Division

(1) Approve/assign personnel to officer and senior enlisted National Billets.

(2) Prepare an annual report which includes evaluation of the National Billet Review Memorandum discussed in paragraph 4(a)(2) by 31 May. The report will be archived as an historical chronology of the MCRNBP.

b. Head, Career Management Section, Reserve Affairs Division

(1) Identify potential requirements and prepare justification for SMCR unit National Billets in accordance with the timelines in enclosures (1) and (2). Submit these billets to the NSB for consideration.

(2) Upon subsequent approval of National Billets by COMMARFORRES, identify/solicit personnel to fill both officer and senior enlisted billets.

(3) Submit to Director, Reserve Affairs Division for final approval the names of individuals recommended to fill the designated National Billets.

c. Commander Marine Forces Reserve

(1) Form a standing National Selection Board (NSB) to approve SMCR National Billets. Convene the NSB in accordance with this Order and the timelines in enclosures (1) and (2)

(2) Conduct an annual review of current National Billets and submit a report of this review as the National Billet Review Memorandum to CMC (RA) no later than 30 April. Include in the report:

6 Aug 1998

- (a) Total number of billets in the program.
- (b) Location of each billet and grade of assignment.
- (c) Additional billets approved since the last report.
- (d) Billets deleted from the program since the last report.

(3) The membership of the NSB must be composed of highly qualified individuals of the Marine Corps Active and Reserve Components. At a minimum, the board will consist of at least five personnel. A quorum of three NSB members must be present in order to select National Billets.

(4) The senior member will normally be a colonel from either the Active or Reserve Component. The remaining membership will consist of, at a minimum, two Active or Reserve officers (Capt-LtCol) and an Active or Reserve senior staff noncommissioned officer (E-9). The enlisted NSB member is excluded from cases involving the selection of officer National Billets, but must be present in all cases involving enlisted billet selections.

5. Recommendations. Recommendations for changes to this Order are encouraged and should be submitted to CMC (RA).

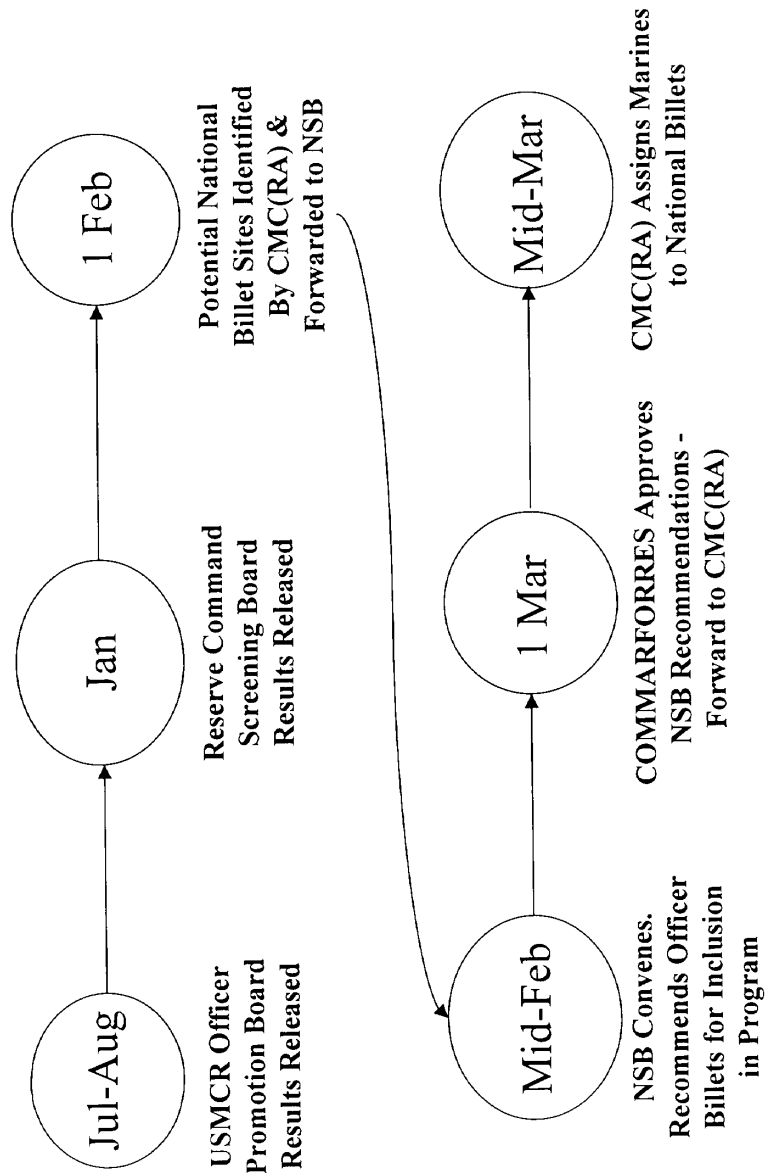


C. A. MUTTER
Deputy Chief of Staff for
Manpower and Reserve Affairs

Distribution: PCN 10207901100

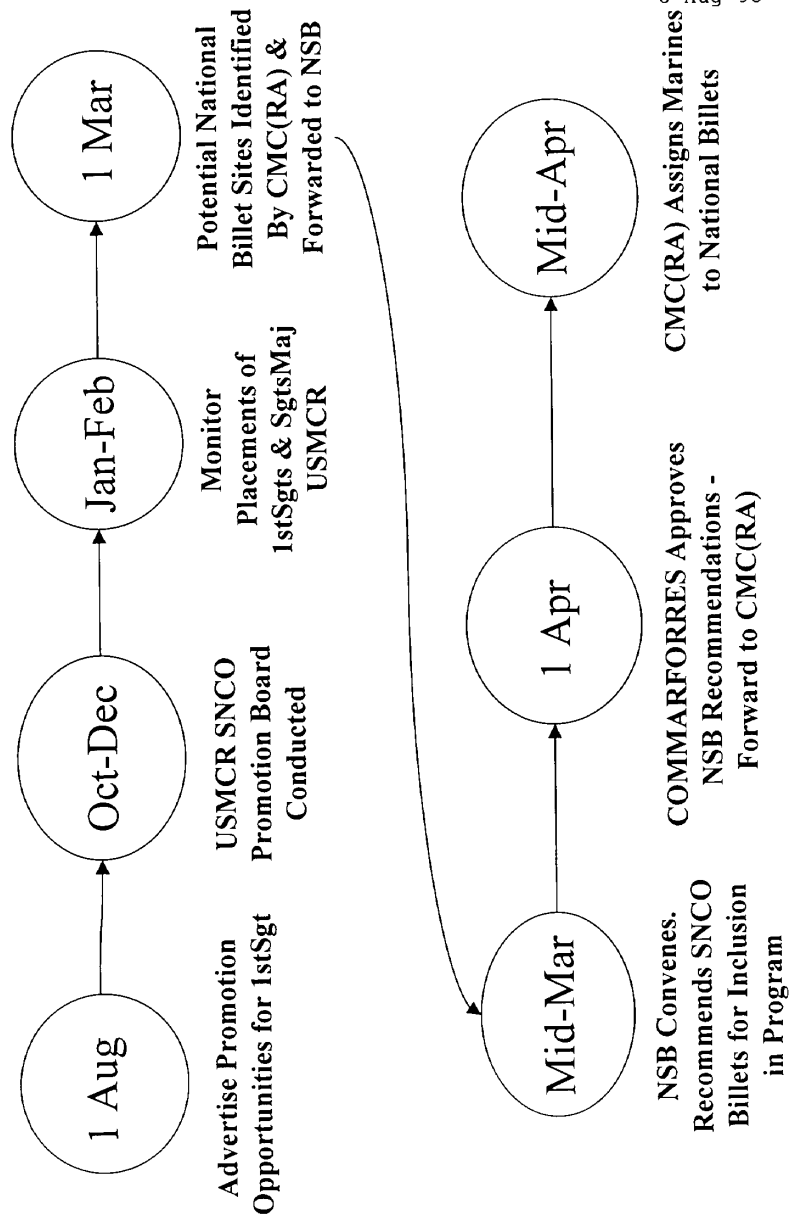
Copy to: 7000129 (2), 8145005 (2)
700093,99,144/8145001 (1)
7000131 (2), 7000110 (55)
7000132(32), 7000133 (2)

Officer National Billet Timeline



Enclosure (1)

SNCO National Billet Timeline



MCO 5320.17
6 Aug 98

Enclosure (2)